

CARPOOL APPLICATION FORM

LOCATION (Assigned by OAO) \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

NAMES LAST, FIRST, MI	WORK PHONE	COMPLETE WORK ADDRESS (Include Room No. & Mail Route)	HOME ADDRESS	EMPLOYER/ AGENCY AND BUREAU	NO. OF MILES FROM RESIDENCE TO HCHB	DAYS PARTICIPATED TO & FROM PER WEEK	MAKE OF CAR	Y E A R	S T A T E	TAG NUMBER
APPLICANT										
RIDER'S										
RIDER'S										
RIDER'S										
RIDER'S										
RIDER'S										
RIDER'S										

TOTAL MEMBER RIDES \_\_\_\_\_

## CARPOOL POLICY

1. Carpools must contain at least three members.
2. At least two members (including Applicant) must be Government employees. State and District Government employees are not considered as Federal Government employees for the parking requirements.
3. The applicant must be a full-time Commerce employee. The applicant and all riders must appear in person at the Office of the Parking Coordinator (Room H2852) when submitting an application for carpool permit. This procedure is required to eliminate ghost riders.
4. Carpools will be registered in the name of the Applicant.
5. Applicants are responsible for accuracy of the information and true signature of each carpool member.
6. Riders must "work within one-mile of the Commerce Building." This replaces the vague reference to "proximity" that was used in the past. Attachment #1 is a map showing the one-mile radius from the Commerce Building.
7. Riders must live outside of the three-mile radius from the HCHB to qualify as a carpool member. Attachment #2 is a map showing the three-mile radius from the HCHB.
8. Riders must ride (to and from) on an average of at least three days per week. Weeks containing holidays, and annual/sick leave are excluded.
9. Competition for spaces will be resolved in favor of carpools with the most Government employees. The "Service Computation Date" previously used in the competition process was replaced with "distance (miles) from residence to HCHB."
10. Commerce employees who are assigned permanent spaces in the HCHB courtyards or HCHB garages may not be included as members of carpools.
11. Commerce employees who are bona fide members of other Agencies' carpools may not become members of Commerce carpools and vice versa.
12. Employees that receive other transit subsidies, such as metro check, are not authorized for subsidized parking.
13. Employees of organizations not residents in HCHB, e.g., PTO, Census, BEA, etc., are not authorized permits for the HCHB subsidized carpools. However, they are authorized as riders of a permit holder.
14. Applicants are responsible for immediately reporting changes in their carpool to the Parking Coordinator.
15. Vanpools are considered to be "carpools" for the purpose of these policies, and subject to the same criteria.
16. If there are more than seven members in the carpool, submit additional copies of this form.
17. All items on this form must be completed; if not, the application may be denied.

## CERTIFICATION

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Applicant Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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Rider Signature and Printed Name

Date

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## WARNING

**The United States Code contains penalties for falsification of information or signatures, or inclusion of individuals not participating regularly as carpool members. Please carefully read the certification before you sign. All items will be verified.**

CERTIFICATION: We, the undersigned, certify with our signatures that the information provided on this form is true and accurate as of this date. We understand that if this certification is false or fictitious in any material respect, we may be subject to criminal prosecution under 18 USC § 1001 (providing for potential imprisonment and fines). Falsification of and/or misrepresentation in documents submitted under this program will lead to a mandatory *minimum* of six month loss of parking privileges and may lead to Agency disciplinary action, up to and including removal from Federal employment.